

Texas Unified Nutrition Programs System (TX-UNPS) Project

SNP Site Claims

TX-UNPS Point of Sale (POS) File Specifications

Final Version

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**State of Texas
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Food and Nutrition Division**



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Point of Sale (POS) Interface

School Nutrition Program (SNP) site claim data may be either manually entered into TX-UNPS via the SNP Claims module or imported via a file in a designated, pre-defined file format. Since some Contracting Entities maintain meal administrative systems that automatically capture point of sale (POS) data for meals served and generate reimbursement claims by site, TX-UNPS provides the ability for authorized users to import a POS file in a defined file format. Once the file is imported into TX-UNPS, claim validation and error checking will function in the same manner as if the site data was manually entered into TX-UNPS and the user had selected the Save button.

This option is available only for the School Nutrition Program (SNP), which includes the following:

- National School Lunch Program (NSLP).
- School Breakfast Program (SBP).
- Afterschool Care Program (ASCP).
- Special Milk Program (SMP).

1.1 Interface Characteristics

The following table identifies the characteristics of this interface:

Table 1: POS Systems – Interface Characteristics

Category	Characteristic
Purpose of Interface(s)	To upload a Contracting Entity's SNP site-level claim data
Type of Interface(s)	Batch
Initial Frequency Setting	On-demand initiated by Contracting Entity user
Interface Direction	Import into TX-UNPS
Import Method	Via YYYY-YYYY SNP Claim Site List screen within the TX-UNPS SNP Claims module (see Section 2)
Acceptable File Formats	ASCII Fixed Width per specification in this document
TDA Contact	TX-UNPS Help Desk

1.2 Constraints

The import process relies on the creation of an interface file that is a fixed width ASCII text file and contains site-level claim reporting information from a Contracting Entity's point of sale (POS) system. The file must be formatted according to the layout specified in the TX-UNPS SNP POS File Layout specifications. Contracting Entities will need to develop a method of creating this file, which may require working with their POS vendor.

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For ESCs Only*

Any questions regarding the process or defined file format should utilize the following resource chain:

- Point of Service Vendor or Internal Division for file format issues
- ESCs for process issues
- TDA Help Desk for issues that cannot be resolved by the above two resources

1.3 Process Overview

Creating the TX-UNPS SNP Claims POS File

When a Contracting Entity is ready to import site claim data into TX-UNPS for a specific month, they will initially execute an external process from their POS system to create the “import” file. This file can be saved on the Contracting Entity’s local computer hard drive, network directory, or in any location desired by the user. The name of the file is not relevant to TX-UNPS, therefore the Contracting Entity can choose their own naming standard for the file. It is recommended that the Contracting Entity includes the claim month (e.g., May2011) in the file name.

Importing the SNP Claims POS File into TX-UNPS

Once the file is created, the user will log into TX-UNPS to execute the import process. The interface process is initiated by a user with the appropriate TX-UNPS security to load the file. The intent is for the Contracting Entity user to conduct the upload process; however, any authorized user, including ESCs and TDA staff, can upload a file given the proper TX-UNPS security rights and access to the SNP Claims POS file.

To upload the file into TX-UNPS, the Contracting Entity will click on a button on the TX-UNPS SNP Claim Site List screen (see Section 2). TX-UNPS will present the user with a “File Open” dialog box and the user will navigate to and select the “import” file from the location where the user saved the file. After selecting the file, the user will click on an “import” link. TX-UNPS will import the file and save the data. Uploaded files will be validated to ensure that Contracting Entities can only upload data for their sites.

Data Validation

After the file has been imported, TX-UNPS will display a results screen so the user understands which, if any, records needs to be corrected. If there are errors in the data, the user can either correct them manually in TX-UNPS or correct the errors in the POS system and re-upload the corrected file. The file can be uploaded as many times as the Contracting Entity would like; however, TX-UNPS will overlay any existing data with new data. Repetitive uploads will always overlay existing data until the claim is paid. After the claim for the month being uploaded is paid, subsequent uploads for the same month will result in the creation of a revised claim.

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For ESCs Only*

2. Accessing SNP Site Claim POS Option within TX-UNPS

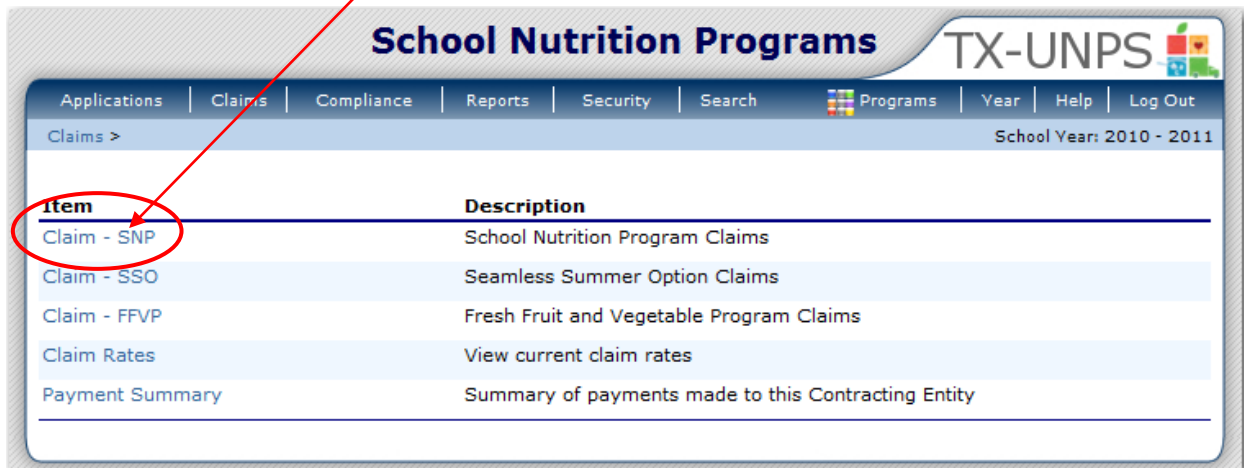
The following screens identify the steps required to upload SNP site claims data.

Step 1: Access the SNP Claims Sub-module

Once an authorized user has logged into the SNP module, access to the claims component for SNP Claims is via “Claims” on the Menu Bar.

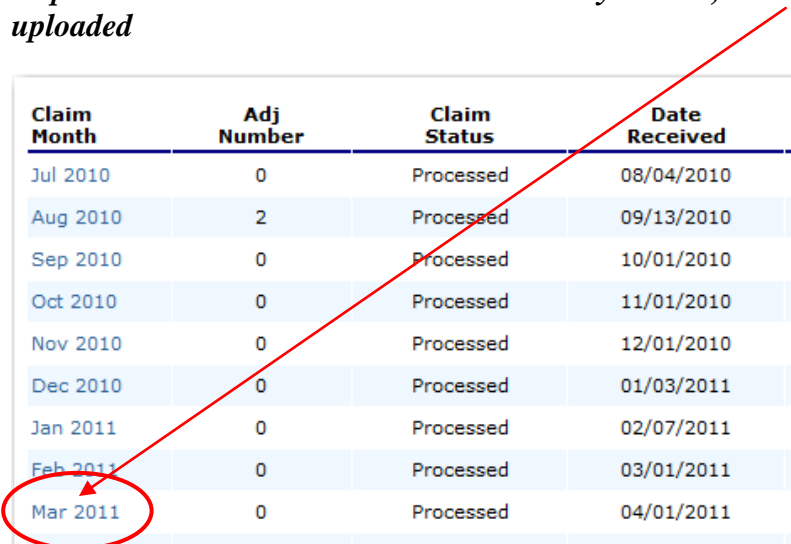


Step 2: Select “Claim – SNP”



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Step 3: On the SNP Claim Year Summary screen, select Claim Month for the file to be uploaded



Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Earned Amount
Jul 2010	0	Processed	08/04/2010	07/31/2010	\$1,292.00
Aug 2010	2	Processed	09/13/2010	08/31/2010	\$70,661.00
Sep 2010	0	Processed	10/01/2010	09/30/2010	\$247,937.00
Oct 2010	0	Processed	11/01/2010	10/31/2010	\$228,689.00
Nov 2010	0	Processed	12/01/2010	11/30/2010	\$199,636.00
Dec 2010	0	Processed	01/03/2011	12/31/2010	\$163,300.00
Jan 2011	0	Processed	02/07/2011	01/31/2011	\$257,210.00
Feb 2011	0	Processed	03/01/2011	02/28/2011	\$195,998.00
Mar 2011	0	Processed	04/01/2011	04/04/2011	\$252,516.88
Apr 2011					\$0.00
May 2011					\$0.00
Jun 2011					\$0.00

Step 4: On the SNP Claim Month Details screen, select the “Add Original Claim” button

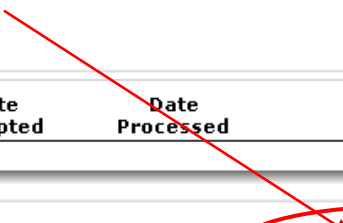


Claim Items	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
There are no claims for this month						
Total Earned					\$0.00	
<div>< Back Add Original Claim</div>						

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Step 5a: Select the “Upload Claim Data” button

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Mar 2011	0				




Step 5b: Select the POS claim file to be uploaded (use the Browse button to locate the file)

To Upload a file:

1. Click on the "Browse" button to find the file on your computer.
2. Once you locate the file, click the "Open" button.
3. When finished with the above steps, click "Upload".

* The upload may take a few minutes. Thank You for your patience.

Select File:



Step 5c: Select the “Upload” button

To Upload a file:

1. Click on the "Browse" button to find the file on your computer.
2. Once you locate the file, click the "Open" button.
3. When finished with the above steps, click "Upload".

* The upload may take a few minutes. Thank You for your patience.

Select File:

